Mary Lee Fay
Authorized Signature

Number: SPD-IM-04-112
Issue Date: 12/20/2004

Topic: Other

Subject: Older Americans Act Programs-Family Caregiver Support Program Service Definition clarifications and and addition of FCSP Tab in Oregon ACCESS

Applies to (check all that apply):

☐ All DHS employees	☐ County Mental Health Directors	
☒ Area Agencies on Aging	☐ Health Services	
☐ Children, Adults and Families	☒ Seniors and People with Disabilities	
☐ County DD Program Managers	☐ Other (please specify):	

Message:

This memorandum describes a recent change in the way data is recorded in Oregon ACCESS for the Older Americans Act, Family Caregiver Support Program.

Seniors and People with Disabilities (SPD) developed service definitions, units of service, and matrix numbers for the Older Americans Act (OAA) and Oregon Project Independence (OPI) services. These service definitions were issued via Information Memorandum (IM), numbered SPD-IM-01-101, on December 10, 2001.

Respite services can be offered through both the FCSP and OAA/OPI programs. The Oregon ACCESS system currently offers two selections for the respite service category "Respite {#30-4}" and "Respite with CEP's {#30-5}".

The new National Aging and Program Information System (NAPIS) requirements provided by the Administration on Aging (AoA) require that we track respite services provided to caregivers served under the Family Caregiver Support Program (FCSP). SPD had not previously included a separate respite definition for caregiver respite in the IM numbered SPD-IM-01-101. SPD has created a category for Caregiver Respite.

The service category of "Respite {#30-4}" is used for OAA/OPI funded respite services. The service category of "Respite {#30-5}" will be changed for use in recording respite for the FCSP funded respite services.   The FCSP category will now be called "Caregiver Respite (#30-5)" to assist the field in selecting the correct service category and improvement of data collection.

Client employed providers are authorized for both of the respite service categories.

Caregiver Respite {#30-5} will be added to the drop down menu in Oregon ACCESS as an option to be assigned to eligible caregivers.

The <u>unit of service</u> for Caregiver Respite {#30-5} is one hour of service.
The <u>definition</u> for Caregiver Respite is: *Services which offer temporary, substitute supports or living arrangements for care recipients in order to provide a brief period of relief or rest for unpaid caregivers served under the Family Caregiver Support Program. Respite care includes: (1) in-home respite (personal care, home care, and other in-home respite); (2) respite provided by attendance of the care recipient at a senior center or other non-residential program; (3) institutional respite provided by placing the care recipient in an institutional setting such as a nursing home for a short period of time as a respite service to the caregiver; and (for grandparents caring for children) summer camps.* **Care-recipients must be unable to perform at least two activities of daily living without substantial assistance or due to a cognitive or mental impairment require substantial assistance***.*

Field staff should use "Caregiver Respite {#30-5}" to record units of service for respite paid to an eligible unpaid caregiver under the Family Caregiver Support Program.

Field staff should use "Respite {#30-4}" to record units of service paid for using respite provided with OAA or OPI funds.

Changes will be made to the Oregon ACCESS system to allow for recording of caregiver demographics, services, and units of service for the Family Caregiver Support Program on the OAA Service Tab. A new FCSP Tab will allow for care recipient demographics to be collected. The Help Windows in Oregon ACCESS have been updated for OAA Service and FCSP Tab to use them click the Shift and F1 key at the same time when you are on the tab. An Information Memorandum explaining the changes to Oregon ACCESS in Release 19.95 will be distributed under a different heading.
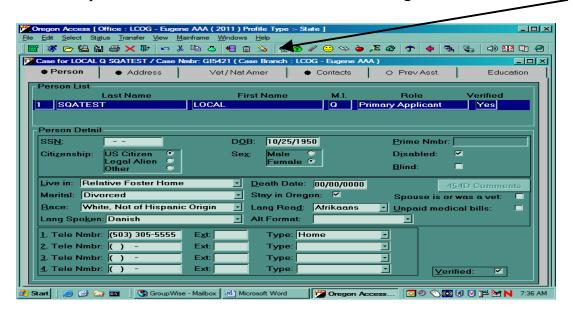
The attachment gives some instructions and details on how to enter caregiver and care recipient information in Oregon ACCESS.

If you have any questions about this information, contact:

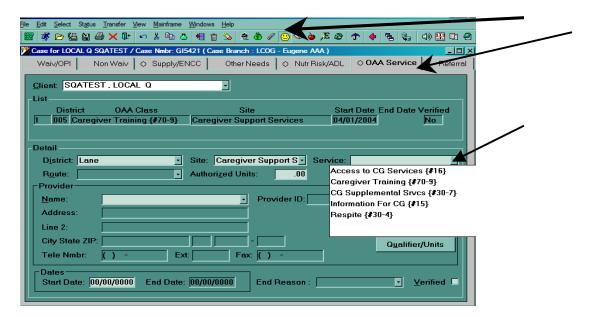| Contact(s):	Amy Evenson, OAA Program Coordinator Judy Bowen, FCSP Program Coordinator		
Phone:	Amy: (503) 945-5734 Judy: (503) 945-6401	Fax:	503.947.4245

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	Judy.Bowen@state.or.us

The changes made to Oregon ACCESS will allow the caregiver information to be entered directly into the system. Since the caregiver is the "client" in the FCSP, caregiver name, address, age, and other demographic information will be captured on the Person Detail Screen of Oregon ACCESS.

Once you enter the caregiver demographic information, including name, address, age, and race information, you can then move on to recording the caregiver services provided to the client. (Remember: the client for the FCSP is the caregiver, not the care receiver.)

This is a screen print of where the OAA service options are assigned to cases. Caregiver Respite {#30-5} will be an option that local offices can add to the "Service" drop down menu.

There will also be a tab for FCSP information in which data will need to be entered regarding the care recipient data. (Remember: the care recipient is the person(s) being cared for by the caregiver.)

For the care recipient, the worker should obtain at least a name (first, last, or both), gender, and at least the year of birth for the care recipient. This information will be entered in the FCSP tab.

Information regarding the care recipient's ADL/IAD needs and the services being provided to the caregiver in support of the care recipient will also be available for data entry. Recording of much of this information is optional and not mandatory.

The Services sub-tab is used to record the services a client (caregiver) receives related to a specific care recipient. This sub-tab is not mandatory; it is not required for NAPIS reporting at this time.